☒ Current ☐ Proposed

Classification Title	Division/Unit
Information Technology Specialist II	Information Technology Division
Working Title	**IT Domain** (if applicable)
Senior IT Project Manager	Information Technology Project Management
Position Number	**Effective Date**
363-175-1402-XXX	
Name	**Date Prepared**

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

Under the general direction of the Information Technology Manager I, the Information Technology Specialist II (ITSII) is responsible for the management and oversight of large and complex reportable and non-reportable Information Technology projects in the Department. This role also supports the Enterprise Portfolio in activities such as developing concept papers, facilitating Project Approval Lifecycle processes, and maturing methodologies, policies, standards and processes.

Duties for the ITSII include but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions]:

Percentage (%)	(E) or (M)	Job Duties
40%	(E)	**Project Management Lead** • Serves as the Senior IT Project Manager for large and complex reportable and non-reportable projects, ensuring projects are in scope, on schedule, and within approved budget. • Team lead, modeling best practices, mentoring, coaching, motivating, and developing team members. Ensures consistent and exceptional work quality output from the Project Portfolio Management Branch.

		• Responsible for developing project plans, leading meetings, providing executive and senior management briefings, managing the project budget and schedule, managing the project's risk and issues, and working with functional managers to manage project resources. • Communicates with stakeholders utilizing various resources to set expectations and deliver work in alignment with shifting priorities. • Manages contract and/or vendor engagements. This includes developing procurement documents, overseeing contract costs, and verifying/approving contract deliverables. • Applies industry standards using the Project Management Body of Knowledge and California Project Management Framework principles, methods, and techniques to manage all aspects of projects and intakes ranging in complexity. • Prepares documents required by the Department of Technology for PAL, including but not limited to Stage one Business Analysis, Stage two Alternative Analysis, Stage three Solution Development, Stage four Project Readiness and Approval, and Special Project Reports.
30%	(E)	**Project Oversight** • Oversees and assesses performance of consultant project management teams for performance in framework, policies, standards, and processes for projects delegated to CalHR by Department of Technology. • Develops, produces, and presents independent Project Oversight reports, project assessment and findings tracking, risk/issue tracking, schedule performance index calculator, etc. to Project Managers, Sponsors, and Project Steering Committees. • Participates in various project activities and meetings to effectively conduct oversight activities and assist in the successful delivery of all projects. • Collaborates with Project Managers, project team members, and stakeholders to verify assessment findings and coordinate corrective actions as needed. • Conducts Lessons Learned sessions with project teams and stakeholders to document lessons learned, collaborate, plan, and develop strategies to improve or establish new methodologies, processes, and/or tools that will address the documented lessons learned.
15%	(E)	**Business Analysis** • Develops, analyzes, and verifies business requirements ensuring completeness, consistency, comprehensibility, feasibility, and conformity to standards. • Develops and utilizes standard templates to write requirements specifications accurately and concisely. • Translates conceptual user requirements into functional requirements in a clear manner that is comprehensible to developers/the project team. • Manages and tracks the status of requirements throughout the project; enforce and redefine as necessary.

		• Communicates changes, enhancements, and modifications of business requirements – verbally or through written documentation – to project managers, sponsors, and other stakeholders so that issues and solutions are understood.
15%	(M)	**Support IT Project Portfolio Management Branch** • Maintain up-to-date knowledge about State polices, processes, and industry best practices related to IT administration. • Participate in the development, elaboration, and update of IT project management standards for the enterprise, including templates. • Participate in planning, information sharing, and visioning for the Project Portfolio Management Branch.

Supervision Received
The Information Technology Specialist II reports directly to the Information Technology Manager I; however, direction and assignments may also come from the Chief Information Officer (CIO).

Supervision Exercised
None, but will act as a lead for projects for the Project Portfolio Management Branch.

Special Requirements / Desirable Qualifications
Understanding of/Experience in**:** California Department of Technology Project Approval Life Cycle (PAL) Process

Skill in**:** Project Management principles, methods, and best practice

Desirable Qualifications
- Project Management Professional (PMP) certification or equivalent
- Experience with Microsoft 365 (Teams, OneDrive, Excel, etc.)
- Proficiency with Project Portfolio Management Software
- Experience in Portfolio Management
- Experience in Product Management

Working Conditions
The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

The position may require in-person attendance when requested. May be requested to work overtime and weekends depending on workload.

Attendance
Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date